

**LOUISIANA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS  
MUNICIPAL FIRE AND POLICE SUPPLEMENTAL PAY**

**WARRANT GUIDELINES**

**WARRANTS**

Each month, you will receive one copy of the supplemental pay warrant. The warrant consists of a listing of each employee in a given department who is currently receiving supplemental pay and a signature sheet. The warrant is the governing authority's authorization for the Department of Public Safety and Corrections, Public Safety Services to pay the listed individuals for the following month. For example, the warrant listing checks dated 01-31-2003 is signed and returned to the Department authorizing the issuance of checks dated 02-29-2003.

**APPROVED SIGNATURES**

Two officials must sign every warrant authorizing payment of Supplemental Pay. The Fire Chief is required to sign the warrants as the approving officer. The certifying official will be the Mayor in a city department and the Parish President in the case of a Fire Protection District. The Police Chief is required to sign the warrants as the approving officer. The certifying official will be the Mayor.

The Department of Public Safety and Corrections, Public Safety Services will mail out certifying signature letters every January. These letters must be notarized and returned to the Department prior to any payments being issued that year. The governing authority must notify the Department by notarized statement whenever there is a change in either of the two authorized signatures.

**MUNICIPALITIES' RESPONSIBILITY**

In the event that supplemental pay is issued to an individual in error, the Department of Public Safety and Corrections, Public Safety Services will collect the overpayment from the Fire Department, Police Department, or Municipality who employs the individual. Extreme care should be taken in ascertaining each individual's eligibility for the next month prior to certifying and submitting the warrant.

"The submission of false information could constitute a criminal offense, including but not limited to, Filing a False Public Record, a violation of R.S. 14:133; Theft, a violation of R.S. 14:67; False Swearing, a violation of R.S. 14:125; and Malfeasance in Office, a violation of R.S. 14:134. Submission of false or misleading information may also subject you to personal liability for repayment of any funds paid as a result of such statements."

**MUNICIPALITIES' REVIEW OF WARRANT**

Carefully check each month's warrant, verifying each recipient's name and address. Mark any changes in name and address, **Boldly in Red** on the warrant. Indicate on the warrant **Boldly in Red** any time one of your employees resigns, retires, is suspended without pay, goes on Military leave with or without pay, workmen's compensation, or any type of leave without pay.

## **JOB TITLES**

As directed by the Legislative Auditor's Performance Audit, the monthly supplemental pay warrant has been modified to include reporting of "Job Title." It will be the responsibility of the individual departments and municipalities to enter the current job title/classification of each employee who receives supplemental pay. Penalties for not reporting job titles/classifications could result in your employees not receiving their monthly supplemental pay checks.

Changes in Classification, Title, or Duties should not be indicated on the warrant. A letter signed by the Fire Chief or Police is required. Where applicable, the Civil Service Personnel Action form should be attached to the letter. The letter should state the employee's name, social security number, nature of the change, and the effective date of the change. This letter will be presented to the Supplemental Pay Board of Review for approval.

## **DUE DATE OF WARRANTS**

The original signed warrants are due in the Supplemental Pay Staff Office by the tenth of the month. If the warrants are not received by that deadline, **recipients from your department will not receive their supplemental pay.**

## **CORRESPONDENCE**

In all correspondence, please include the employee name, social security number, and the name and telephone number of the contact individual at the department. Address all correspondence to:

LOUISIANA DEPARTMENT OF PUBLIC SAFETY & CORRECTIONS  
SUPPLEMENTAL PAY  
P. O. BOX 66614, BOX B-8  
BATON ROUGE, LA 70896

Email: [munpay@dps.la.gov](mailto:munpay@dps.la.gov)  
Telephone: (225)925-6347  
Fax: (225)925-3973